



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Adopt resolution approving the reallocation of a vacant Electrical Engineer position to Senior Power Engineer along with the new job specification and salary range (HR)

**MEETING DATE:** Wednesday, November 5, 2003

**SUBMITTED BY:** Human Resources Director

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**RECOMMENDED ACTION:** Adopt resolution approving the reallocation of a vacant Electrical Engineer position to Senior Power Engineer along with the new job specification and salary range. (HR)

### BACKGROUND INFORMATION:

The reallocation of the Electrical Engineer position to Senior Power Engineer in Electric Utility department is currently a budgeted position.

A classification study has been conducted on the position of Electrical Engineer in accordance with the Rules for Personnel Administration. Currently, the Manager, of Engineering and Operations, Manager of Electric Services and various consultants have been performing the duties which are normally performed by a Senior Power Engineer. This position will perform a magnitude of professional office and field engineering work relating to planning, design, construction and maintenance of electric utility systems and projects within the Engineering and Operations Division. Additionally, there are short and long range planning activities that need to be updated. Because of the increase in workload and the department's needs it is essential to have a professional engineer that requires a State of California electrical engineering license. Traditionally, positions that require a license are those at the Senior Engineer level.

Human Resources staff looked at our survey agencies and this position is common among all.

Attached is the recommended job specification (Exhibit A) and salary range as detailed below for Senior Power Engineer. This classification will remain in the Mid-Management bargaining unit.

Classification	Step A	Step B	Step C	Step D	Step E
Electrical Engineer	\$5,742	\$6,030	\$6,331	\$6,648	\$6,980
Senior Power Engineer	\$6,582	\$6,911	\$7,256	\$7,619	\$8,000

APPROVED: \_\_\_\_\_

  
John Dixon Flynn -- City Manager

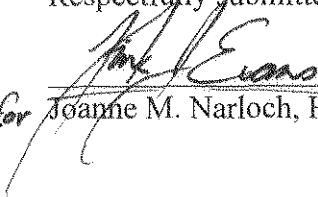


# CITY OF LODI

## COUNCIL COMMUNICATION

**COST:** \$9,180 (FY 03-04)  
**FUNDING:** Electric Utility Operating Budget

Respectfully submitted,

  
for Joanne M. Narloch, Human Resources Director

cc: City Attorney  
Alan Vallow, Electric Utility Director

Prepared By: Amy Flores, Management Analyst

**APPROVED:** \_\_\_\_\_  
H. Dixon Flynn -- City Manager

RESOLUTION NO. 2003-210

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE REALLOCATION OF ONE VACANT  
ELECTRICAL ENGINEER POSITION TO SENIOR POWER  
ENGINEER IN THE ELECTRIC UTILITY DEPARTMENT,  
AND FURTHER APPROVAL OF A NEW JOB  
SPECIFICATION AND SALARY RANGE

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the reallocation of one vacant Electrical Engineer position to Senior Power Engineer located in the Electric Utility Department; and

BE IT FURTHER RESOLVED that the City Council hereby approves the new job specification for Senior Power Engineer, as shown on Exhibit A attached hereto; and

BE IT FURTHER RESOLVED that the salary range for Senior Power Engineer shall be as follows:

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$6,582.00	\$6,911.00	\$7,256.00	\$7,619.00	\$8,000.00

Dated: November 5, 2003

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I hereby certify that Resolution No. 2003-210 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 5, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Howard, Land, and  
Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
SUSAN J. BLACKSTON  
City Clerk

CITY OF LODI

OCTOBER 15, 2003

**SENIOR POWER ENGINEER****DEFINITION**

Performs a variety of professional office and field engineering work relating to planning, design, construction and maintenance of electric utility systems and projects within the Engineering and Operations Division of the Electric Utility Department and performs related work as required.

**SUPERVISION EXERCISED AND RECEIVED**

Receives general direction from the Manager, Engineering and Operations. May provide supervision or lead direction to lower-level engineers, electrical estimators and technicians.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

- Performs complex professional engineering work in the design, construction and maintenance of City's electrical and communication facilities, including system modeling and planning, engineering studies, material specification, cost and scheduling estimates and written reports and presentations;
- Develops material and equipment standards and specification, and operating and maintenance procedures for the electric utility;
- Prepares reports and presentations for load forecasts and analyses, system expansion studies and other power system studies, analyses and calculations;
- Prepares bid specifications and Council communications, reviews bids and proposals, recommends awards of contracts and monitors progress of capital improvement projects and professional services contracts;
- Prepares plans, specification, and cost estimates for electric utility construction projects, makes feasibility and economic studies of alternative plans;
- Coordinates Electric department activities with other city departments and outside agencies;
- Performs engineering assignments for a wide range of utility, commercial and residential electric systems, including substations, overhead and underground electric distribution, transmission, generation, metering, grounding systems, protective fuse and relay systems, and sports and street lighting systems;
- Assists in the training of utility personnel;
- Provides technical guidance and work supervision for engineering division staff;
- Assists and provides guidance for the utilities' customers for the efficient use of electric energy, in establishing utilities service requirements, fault current protection, load management and demand control, power factor correction, and systems safety and protections schemes;
- Prepares division budget and assists in the preparation of the utility's annual budget, capital improvement programs and reports as required;

- Performs long and short term system planning studies for transmission, substation and distribution systems modifications, improvements and additions to serve existing and new loads;
- Monitor system performance and efficiency and recommends corrective measures as required;
- Performs load studies and prepares forecasts as required for the utility's distribution system planning and budget preparation;
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Electrical theory, design parameters and applicable codes and regulations as applied to electrical utility distribution, transmission and generation facilities;
- Methods, materials and techniques used in the construction of electric transmission, distribution and substation projects;
- Principles and practices of safety;
- Principles and practices of applicable codes and standards;
- Principles of budget preparation and administration;
- Principles of supervision and training.

#### **Ability to:**

- Prepare complex engineering plans and specifications;
- Perform complex engineering computations and studies;
- Check design and supervise the preparation of engineering plans, studies and reports;
- Supervise, train and evaluate assigned staff;
- Communicate clearly and concisely, both orally and in writing;
- Use and operate centralized telephone equipment, personal computer, related software and peripheral equipment;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

### **EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

#### **Education:**

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in electrical engineering or a related field.

**Experience:**

- Four (4) years of responsible professional electrical engineering experience. One (1) year of which was in a supervisory capacity.

**LICENSES AND CERTIFICATES**

- Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.
- Professional registration as a Professional Electrical Engineer, in the State of California. Registration within another state that has reciprocity may be qualifying; however California registration must be obtained within one (1) year of employment.